# Management Control Evaluation Checklist Installations - Housing Management (Family Housing)

REGULATION NUMBER:	AR 210-50
DATE OF REGULATION:	1 Oct 97

### PAGE 1 OF 4 PAGES

Assessable Unit: (Mailing address and phone number)							
<b>Function.</b> The function covered by this checklist is the management of family housing.							
<b>Purpose.</b> The purpose of this checklist is to assist Housing Managers in evaluating the key management control to cover all controls.	ols outlined below. It is not intended						
<b>nstructions.</b> Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, ampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on the enclosed DA Form 11-2-R (Management Control Evaluation Certification Statement).							
<b>Supersession.</b> This checklist replaces the checklist for "Housing/Family Housing" previously published in DA	A Circular 11-91-4.						
<b>Comments.</b> Help to make this a better tool for evaluating management controls. Submit comments to: ATTN DAIM-FDH, assistant Chief of Staff Installation Management, 600 Army Pentagon, Washington, DC 20310-0600.							
Evaluation conducted by: (Name, Grade, Title, Office Branch, Telephone Number)	Date of Evaluation						
Evaluation Results: (Document the evaluation results on DA Form 11-2-R, in item 7)							

## Management Control Evaluation Checklist <u>Installations - Housing Management (Family Housing)</u>

REGULATION NUMBER: AR 210-50
DATE OF REGULATION: 1 Oct 97

#### PAGE 2 OF 4 PAGES

	RES				TESTING APPROACH		
TEST QUESTIONS:	Y E S	N O	N / A	Document Analysis	Direct Observation	Sampling	Simulation
1. Is the Housing Operation Management System (HOMES) used as a management tool in the day-to-day operation of family housing? (HQDA, MACOM, FOA, installation)							
2. Are family housing planning and programming requirements addressed in the annual work plan (AWP), long-range work plan (LRWP), the capital investment strategy (CIS) of the real property master plan (RPMP), where completed, and the short-range component (SRC) of the RPMP? (Installation)							
3. Have a Six-Year GFOQ plan (SYGP) and an annual O&M budget estimate been prepared for each GFOQ? (Installation)							
4. Do budget requests comply with approved program and budget guidance, derive from approved plans and programs, and use valid cost, workload, and performance data for their justification? (HQDA, MACOM, FOA, installation)							
5. Does the Housing Manager monitor cost limitations and approval authority levels? (HQDA, MACOM, FOA, installation)							
6. Is the AFH account being credited with reimbursements, which it should properly receive? (HQDA, MACOM, FOA, installation)							

## Management Control Evaluation Checklist <u>Installations - Housing Management (Family Housing)</u>

REGULATION NUMBER: AR 210-50
DATE OF REGULATION: 1 Oct 97

## PAGE 3 OF 4 PAGES

	RESPONSE			TESTING APPROACH			
TEST QUESTIONS—continued	Y E S	N O	N / A	Document Analysis	Direct Observation	Sampling	Simulation
7. Is a separate cost data file maintained for each DU that is susceptible to incurring large costs (for example, high cost leased housing, historic housing, oversized DUs, and GFOQ)? (Installation)							
8. Are assignment and termination documents control-numbered consecutively, properly prepared, and distributed per AR 210-50, paragraph 3-10? (Installation)							
9. Are vacancy rates monitored, causes of high vacancy rates determined, and corrective actions taken to improve vacancy rates? (Installation)							
10. Are changes in functional use of housing facilities documented in installation real property records? (Installation)							
11. Are leasing criteria, limitations, and documentation requirements being met? (HQDA, MACOM, FOA, installation)							
12. Is there a program in effect to conserve energy in family housing? (Installation)							
13. Are project definitions and work classifications properly used to determine approval authorities and cost limitations? (Installation)							
14. Do proposed construction projects meet prescribed programming criteria? (HQDA, MACOM, FOA, installation)							

# Management Control Evaluation Checklist <u>Installations - Housing Management (Family Housing)</u>

REGULATION NUMBER:	AR 210-50
DATE OF REGULATION:	1 Oct 97

### **PAGE 4 OF 4 PAGES**

TAGE 4 OF 4 FAGES								
	RESPONSE			TES'				
TEST QUESTIONS-continued	Y E S	N O	N / A	Document Analysis	Direct Observation	Sampling	Simulation	
15. Are procedures in place to ensure that post acquisition construction (improvement) projects will not cause the DU to exceed statutory space limitations? (Installation)								
16. Are statutory, congressionally directed and administratively imposed cost limitations complied with in project development and execution? (HQDA, MACOM, FOA, installation)								